

23 March 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 19-53

SUBJECT: Prior Approval of Official Travel

1. Effective immediately, official travel to be performed by Chiefs or Assistant Chiefs of Divisions and Staffs in the Personnel Office will require the prior approval of the Personnel Director.

2. Written request for clearance must be submitted to the Personnel Director at least one week in advance except in emergency cases. This request should state the purpose and necessity for the proposed travel and the probable duration and itinerary.

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GEORGE E. HELDON
Personnel Director

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Security Information